



LEHI CITY POSITION OPENING **Legacy Center Front Desk Manager**

CLOSING DATE: Open Until Filled

SALARY RANGE: \$9.00 per hour

STATUS: Part-time, non-benefited

HOURS: 15-25 per week, rotating shifts during all hours of operation (Mon-Sat, 4:30 AM-11:30 PM)

DEPARTMENT: Legacy Center, Leisure Services

JOB SUMMARY: Oversee all front desk operations and supervise front desk staff during scheduled shifts. Assist patrons and guest in their health and fitness as well as recreational needs. Direct and delegate tasks as needed to staff. Assist building managers in facility operations if applicable during shift. Money handling and shift till reconciliation, hourly building inspection, handling patron concerns/complaints. Light cleaning and maintenance. Opening and closing the building depending on shift. 2 weekend shifts a month required. Oversee one desk task assigned to all managers (to be determined upon hiring, other tasks and teams as determined by management when needed). Working knowledge of all programs and facility operations is a plus. Enforce all front desk, building and Lehi City Policies and Procedures.

MINIMUM REQUIREMENTS: Graduation from High School or GED equivalent; Excellent customer service skills; Must be a responsible, self-motivated individual with the ability to stay calm in mildly stressful situations; able to learn and adapt quickly due to constant program and procedures changes; and excel in a team environment and in solitary tasks.

NOTE: Turn in copy of **required application to Lehi Legacy Center Front Desk**. Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov**. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.